

THE SCOPE OF WORK OF THE ELECTION COMMITTEE

I. BACKGROUND

Process for the Election of Officers of the Board: The first meeting of the Board of Managers (Board) following an election shall take place at least one week after the election. This is to ensure that there is adequate time for new Board members to familiarize themselves with their responsibilities.

All Officers of the Board are selected annually in open session at the first regularly scheduled meeting after the election. Each Office must be voted on separately. Prior to that meeting, the Chair of the Elections Committee (EC) will meet with new Board members to discuss in the roles and responsibilities of the Officers of the Board and the procedures for selecting the Officers.

Process for Filling Vacancies to the Board: In the event of a vacancy on the Board, the Chair of the Board will request the Chair of the EC initiate a process to fill the vacancy until the next election. Selection of a candidate to fill the vacancy will proceed as follows:

1. The Chair of the Board will ask the Chair of the EC to call for nominations of candidates.
2. The Chair of the EC will announce the opening of a seat on the Board and invite Village residents to nominate candidates or themselves by e-mail or letters to the EC. The Chair of the EC will also encourage but not require the candidates to submit statements of up to 300 words. The statements may include biographical material and comment on the candidate's objectives as a member of the Board.
3. The EC will submit the names of all the candidates and their statements to the Board.
4. The Board will hold a public meeting in which the nominees will be invited to present their credentials to the Board and the community. The Board may ask questions of the candidates.
5. The Board will select a candidate in an open vote at the public meeting.
6. The Chair of the EC in conjunction with the members of the EC will monitor this process to insure that it is transparent. At the conclusion of the election by the Board, the Chair of the EC will be required to certify that all required procedures were followed.

II. COMPOSITION

The EC will consist of five members to be appointed by the Chair of the Board. The Chair of the Board will consult with members of the Board of Managers to identify appropriate candidates. All members shall serve four year terms, with the length of initial appointments staggered so that the terms expire sequentially. Each subsequent year one of the members of the

EC shall be appointed or reappointed with two members selected every fourth year. The Chair shall be selected by the Chair of the Board from among the five members of the EC and shall serve as Chair for four years. No person shall serve for more than two full terms.

III. REQUIREMENTS FOR APPOINTMENT TO THE EC

1. A resident of the Chevy Chase Village (CCV).
2. Proficiency in the use of e-mail that will be the major communication tool of the EC.
3. Preference will be given to candidates who have actual experience in the election process at the municipal, state or national level.
4. Candidates must be a registered voter in the State of Maryland.

IV. RESPONSIBILITIES OF THE EC

1. Establish the method of conducting elections including the oversight of the Village Staff in their role of administering elections.
2. Work with the Village Manager to develop a checklist that identifies all the actions and the specific party responsible for executing each action that are to be undertaken to efficaciously manage the election process.
3. Establish an orientation process for new members of the Board. Part of that process must include a review of the duties and responsibilities of Board Officers and the process for selection of Officers. (See BACKGROUND: Process for the Election of Officers of the Board)
4. Perform duties related to filling Board vacancies. (See BACKGROUND: Process for Filling Vacancies to the Board)
5. Review issues concerned with democratic practice and good governance as they apply to CCV at the direction of the Chair of the Board of Managers.

V. OPERATIONS OF THE EC

1. The EC will meet as necessary but shall hold at least one formal meeting each year.
2. Meetings of the EC will be public and will be announced in the Village Crier, by e-mail to residents, and on the CCV WEB site.
3. The Chairman of the EC will post a summary of meetings of the EC on the CCV WEB site.

4. The Chairman of the Committee shall report the activities of the EC annually to the Board of Managers.

